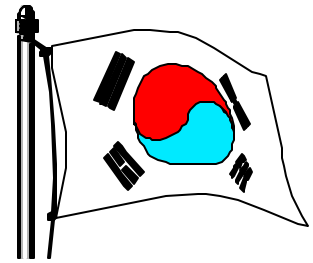
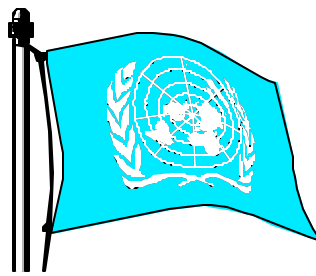
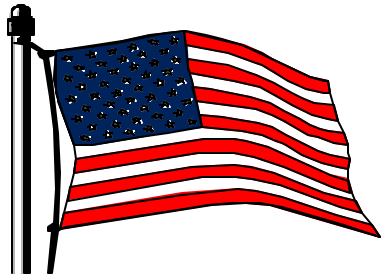


AIR FORCE ELEMENT, YONGSAN, KOREA

"Expect Nothing Less Than Our Best...You Deserve It!"



BLUESUITERS' DIGEST



"No One Comes Close...the United States Air Force"

NEWSLETTER 02-01

18 January 2002

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**We hope you had a
“Cool and Joyous”
Holiday Season!**



**Happy New Year and
All the Best in 2002
FOR ALL
BLUESUITERS!**

STAFF

AFELM COMMANDER/AIR FORCE ADVISOR

Major General James N. Soligan725-6031

AFELM SECTION COMMANDER

Colonel Ruth E. Ellis723-6035

DEPUTY, AFELM SECTION COMMANDER

Lt Col Wayne H. Wentz.....723-7189

CHIEF, PERSONNEL/AFELM FIRST SERGEANT

MSgt James "Juice" Satterwhite723-8587

CHIEF, FINANCE ACTIVITY

MSgt John G. Smith723-6203

SUPERINTENDENT, SATELLITE PERSONNEL ACTIVITY

TSgt Scott F. Good723-8389

INPROCESSING/INTRO/CUSTOMER SERVICE/DOS EXTENSIONS & REENLISTMENTS

SSgt(S) Renee Hall.....723-8389

PROMOTIONS/EPRs/OPRs/SPECIAL SELECTION BOARDS

SSgt Antonio McCloud.....723-8569

ASSIGNMENTS/DEROS EXTENSIONS/SEPARATIONS & RETIREMENTS

SSgt Karen White.....723-8538

AFELM ORDERLY ROOM MANAGER

TSgt LaChanda M. Crowell.....723-3895/8587

Bldg 2374 Fax Number (unsecure).....723-3386/4099

AFELM E-Mail address:.....afelm@usfk.korea.army.mil

"No One Comes Close...The United States Air Force"

AIR FORCE ELEMENT QUARTERLY AWARD WINNERS

Outstanding Achievement

1 October- 31 December 2001



Amn of the Quarter- SrA Renee Hall (AFELM-Personnel)

NCO of the Quarter - SSgt Brian Yelton (J1-DM)

Senior NCO of the Quarter –MSgt Michael Connors (J2)

CONGRATULATIONS!!!

Continue to forge the boundless future of your nation's Air Force!



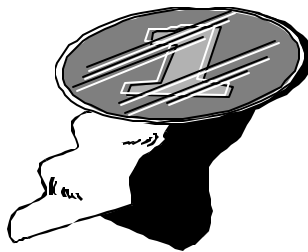
AIR FORCE ELEMENT QUARTERLY & ANNUAL RECOGNITION PROGRAM

for Outstanding Achievement

QUARTERLY: 1 October 01 to 31 December 2001
Deadline for Nominations is 4 Feb 2002

Categories:

Airman of the Quarter (AB thru SrA)
NCO of the Quarter (SSgt and TSgt)
Senior NCO of the Quarter (MSgt thru CMSgt)



ANNUAL: 1 January 2001 to 31 December 2001
Deadline for Nominations is 15 Feb 2002

Categories:

Airman of the Year (AB thru SrA)
NCO of the Year (SSgt and TSgt)
Senior NCO of the Year (MSgt thru CMSgt)

Purpose: Establish the enlisted yearly and quarterly recognition program for outstanding personnel assigned/attached to the AF Element, Yongsan AIN, Republic of Korea. The program's objectives are: recognize and reward personnel for outstanding accomplishments; provide personnel with greater incentive for individual achievements; stimulate initiative, improve morale, and enhance esprit de corps.

Eligibility: Active Air Force enlisted personnel assigned to any AFELM billet.

Period of Recognition:

Quarterly: 1 October 2001 to 31 December 2001. Nomination must be based on achievements/accomplishments occurring during the quarter specified.

Annual: 1 January 2001 to 31 Dec 2001. Nomination must be based on achievements/accomplishments occurring during the period 1 Jan – 31 Dec 01.

Deadline: Quarterly nomination packages must be received by the AFELM First Sergeant by 1700 hours, **4 Feb 02**. Annual nomination packages must be received by the AFELM First Sergeant by 1700 hours, **15 Feb 02**. **NO EXCEPTIONS.**

Nominations: Nominations will be submitted on an AF Form 1206, Jul 00 version (use Form Flow or bring a formatted diskette to the AFELM Orderly Room to obtain a copy). Nominations must be in bullet format and limited to one page using 10 or 12 pitch type. Use the headings as per the attached example. **All Categories of Consideration titles must be listed on the AF Form 1206, Capitalized and in Bold print.** If no information is provided for a Category of Consideration, follow the title with N/A.

Categories of Consideration:	Point Value:
Performance in Primary Duty	0 - 20
Leadership Qualities	0 - 15
Significant Self-Improvement	0 - 10
Air Force or Other Awards	0 - 5

Scoring scale (from lowest to highest rating): 0, 0.5, 1.0, 1.5, 2.0, etc.
If no information is provided for a category the nominee will receive a point value of zero (0).

AWARD

Quarterly or Annual Enlisted Recognition

CATEGORY (If Applicable)

SNCO, NCO or AMN

AWARD PERIOD

Quarterly or Annual

RANK/NAME OF NOMINEE (First, Middle Initial, Last)

TSgt Shirt, Johnny

SSN

000-00-0000

MAJCOM, FOA, OR DRU

AFELM/USFK

DAFSC/DUTY TITLE

3S051/NCOIC, Personnel Programs

NOMINEE'S TELEPHONE (DSN & Commercial)

DSN723-0000

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE

HO USFK/J1,J2,J3,J4,J5,J6 or HQ CFC/C1,C2,C3C4,C5,C6,HQ UNC/UNCMAC, etc (whichever is applicable)

RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)

(The Senior Ranking Air Force Officer in the members assigned Unit)

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

PERFORMANCE IN PRIMARY DUTY:

(The member's job performance in primary duty, including the development of new techniques--must contribute significantly to increase mission effectiveness)

LEADERSHIP QUALITIES (MISSION, SOCIAL, CULTURAL, RELIGIOUS, ETC):

(The member's leadership ability. The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status.)

SIGNIFICANT SELF-IMPROVEMENT:

(The member must show improvement through any kind off-duty education, achievements in professional or cultural societies or associations, development of creative abilities and so on)

AIR FORCE OR CIVILIAN AWARDS, PRIZES, TITLES, ETC:

(List award name, date awarded and brief description/reason.)

NOTE: Nominations for award category are either SNCO, NCO or Airman. No street address or commercial phone number is required. The senior ranking Air Force Officer in the member's assigned unit signs in the Unit Commander Block. Categories of Consideration must be "CAPITALIZED" and in **bold print**. If no information is provided, list the Category of Consideration title followed by N/A.

USE 10 or 12 pitch type.

If you need additional space please utilize the Continuation Sheet on page 2 of the AF FM 1206

Submit the AF FM 1206 in an original and three copies.

PERSONNEL SECTION

TSgt Scott F. Good 723-4460
GoodS@usfk.korea.army.mil

Relief Act Protects Service members

WASHINGTON (AFPN) -- For people in the U.S. armed forces, there is no greater responsibility than providing the nation's defense. It takes precedence over all other obligations.

That fact, coupled with ongoing operations in support of President Bush's campaign against terrorism, has led Secretary of Defense Donald H. Rumsfeld to institute the Soldiers' and Sailors' Civil Relief Act, effective Sept. 24.

Enacted by Congress in 1940, the act is designed to protect military people from certain legal obligations while providing the nation's defense.

The act provides assistance to members during legal proceedings and with meeting financial obligations. Military service often hampers peoples' ability to protect their rights, said Maj. William Youngblood, reserve judge advocate, Air Force legal assistance division at the Pentagon.

"The purpose of the SSCRA is to strengthen the defense of the United States by suspending enforcement of some civil liabilities so service members can devote their entire attention to defense," he said. "It's beneficial for every service member to be aware of the law's general provision so they'll know when they are involved in a situation and may be protected."

Youngblood said the law applies only to full-time active-duty people, including the activated reserve component. It provides five types of protection for financial obligations. They are:

- Postponing collection actions on any civil obligation;
- Prohibiting repossessions and foreclosures without court permission;
- Setting a maximum interest rate of 6 percent on all pre-service obligations;
- Allowing service members to terminate leases with 30 days prior notice; and
- Permitting the Veterans Affairs to guarantee life insurance premiums in order to continue coverage.

"Creditors do not have an affirmative duty to find out whether SSCRA might apply when a loan or other obligation is not repaid in a timely matter," Youngblood said. "In order to take advantage of these protections, the service member must advise the court or creditor that

SSCRA protections are sought. It is also important to remember that none of these protections apply if the obligation is incurred after entering active duty."

However, the relief act provides additional protection for obligations arising both before and after entering active duty.

These include the postponement of legal actions until such time as the service member is able to return and adequately protect his or her interests. To obtain this protection, the court must be advised of the active-duty commitment and find the service member's participation has been materially affected. Youngblood said it is best to contact a legal assistance attorney before asking a court to stay in a proceeding of this nature.

The act also prohibits courts from entering default judgments against active duty service members unless the party filing the action follows specific guidelines set forth in the statute.

Youngblood said landlords with military tenants also have restrictions. A service member who enters a lease for less than \$1,200 a month cannot be evicted for up to three months without a court order.

Other protections include:

-- The relief act extends the time when a service member may file suit or have suit filed against them by eliminating the time served on active duty. Youngblood said because legal actions are filled with pitfalls, it's best to speak with an attorney before allowing any period of limitation to expire.

-- Active-duty people cannot be taxed other than by their state of domicile. This prohibits multiple states from taxing people.

-- Powers of attorney are extended for military people missing in action.

-- Health insurance companies are required to reinstate any coverage in effect the day prior to active duty that was terminated during military service for both the person and their family.

Youngblood said it is important for people to know that creditors and insurance companies cannot initiate adverse credit ratings, deny credit or take any adverse financial action based solely on the fact that a military person invoked the protections of SSCRA.

For more information, contact your local legal assistance office.



Online 7-level Training Gains Momentum

RANDOLPH AFB, Texas (AFPN) -- Six months after successfully launching 7-level courses online, Air Education and Training Command officials are moving into the next phase of the Advanced Distributed Learning program.

The system that allows airmen assigned anywhere in the world to complete craftsman training classes via the Internet will soon add five more courses as it enters 12 to 18 months of prototype testing and development, said Maj. Joe Tegtmeier, AETC's Advanced Distributed Learning branch chief.

During the prototype-testing period, dubbed phase II by the ADL branch, officials will look at the best ways to conduct online 7-level training. They will evaluate Web-delivery systems, the impact of Air Force security and privacy act policies on Internet training, and a number of other items to determine the best way to conduct classes, Tegtmeier said.

"We're making great strides," said Tegtmeier of the growth of the ADL program. "What makes this unique is that while we're doing a prototype -- looking and gaining knowledge -- we have real courses with real students online."

The initial command post craftsman course that began in February and has graduated about 27 students thus far will be followed in the next two months by five more craftsman-level courses: air traffic control, manpower, vehicle operations, education and training, and pavements maintenance, inspection and repair, he said.

"We expect the current online craftsman-level enrolled student population to swell from 29 students to well over 2,000 with all of these courses," Tegtmeier said.

In all, about 70 craftsman courses may eventually go online and could be joined by aircrew training and other courses that could raise the number of courses available into the hundreds, he said.

To conduct the best evaluation of all options during Phase II, the ADL branch staff here has teamed with the Air Force Institute for Advanced Distributed Learning at Maxwell Air Force Base, Ala.

The working group the two organizations formed will look at requirements and compile lessons learned as it develops the look and content of the Web-based learning program that will go online in Phase III, Tegtmeier said. The major emphasized that online craftsman education and other courses that will be offered through the ADL program do not replace, but rather enhance, traditional training techniques.

While ADL offers the advantages of providing airmen with increased accessibility to courses and greater enrollment flexibility, the Air Force is also likely to see reduced travel costs, he said.

Airmen can get more information about the ADL program and course offerings at the e-training Web site, <https://etraining.aetc.af.mil>.

TSP Opens to Military

WASHINGTON — Service members can begin signing up for the Thrift Savings Plan, Department of Defense officials said.

The Thrift Savings Plan is a retirement and investment plan that has been available to civilian government workers since 1987. Congress extended the plan to include service members in 2000.

"It's in addition to your regular retirement," said Army Lt. Col. Tom Emswiler, a tax expert with DOD's Office of Military Compensation. "It's an optional program." The open season will run from Oct. 9 to Jan. 31, 2002. Deductions start in January 2002. In 2002, service members can contribute up to 7 percent of their basic pay. The maximum amount will rise to 10 percent by 2005 and become unlimited in 2006.

Unlike civilians, who cannot make lump-sum payments into the program, service members may also contribute all or a percentage of any special pay, incentive pay or bonus pay.

The total amount generally cannot exceed \$10,500 for the year. Contributions from pay earned in a combat zone do not count against the \$10,500 ceiling. Combat zone contributions are subject to a different limitation, however: 25 percent of pay or \$35,000, whichever is less. Service members must choose how they want their money invested. Currently there are three funds to choose from. The funds run the gamut of safe — the G Fund invests in special government bonds — to riskier investments — the C Fund tied to the stock market. There is also an F Fund for investing in commercial bonds.

TSP will unveil the new S and I funds in May. S Fund investments go to a stock index fund that paces small businesses. I Fund investors will track international companies the same way.

Service members can start, change or reallocate their TSP contributions during two open seasons held each year. These are November to January and May to July.

"Bonuses are hard to predict. If you are already participating in the plan and contributing from basic pay and you receive, for example, a re-enlistment bonus, you can elect to contribute at any time," Emswiler said.

Contributions to the plan come from "pre-tax" dollars. Service members pay no federal or state income taxes on contributions or earnings until they're withdrawn.

The services will have teams visiting members to explain the program. Until then, see the Thrift Savings Plan Web page at www.tsp.gov/uniserv/index.html for more information.

People With Pay Problems Should Call Center

RANDOLPH AIR FORCE BASE, Texas (AFPN) -- Air Force personnel officials are asking all airmen with pay or bonus payment problems to call the Air Force Personnel Center's contact center here by Dec. 7.

As the Air Force's internal tax reporting deadline approaches, personnel officials want to ensure airmen have received all their pay and entitlements so they are not faced with problems when tax season rolls around.

Officials want to make sure they have enough time to work with the Defense Finance and Accounting Service to resolve all cases in time for this tax year.

Common problems may include initial enlistment or re-enlistment bonuses, special or incentive pay, or problems with regular pay.

"We've been working airmen's issues hard with DFAS, and we want to make sure we've heard from everyone with a problem," said Lt. Col. David Zeh, chief of the contact center.

"It's important that we identify any remaining members and try to resolve their cases by early December so DFAS has time to update their pay records," said Lt. Col. Thomas Major, chief of the finance division at the Air Force's accounting and finance office.

"This will ensure everyone's end-of-year leave and earnings statement and W-2 form are accurate since bonus pay is taxable in the calendar year it is paid, not in the year the entitlement is earned," Major said.

People who do not receive their bonus payment this calendar year may receive double payments next year, which can result in a higher tax bracket, officials said.

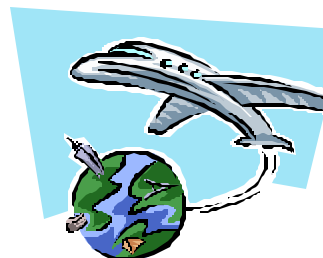
People can reach the contact center at DSN 665-2949 or (800) 558-1404, Monday through Friday, 7:30 a.m. to 4:30 p.m. CST.

Visit the Air Force Element web site, <http://www.korea.army.mil/org/afelm>, to get the latest in Personnel and Finance news, Space A info, and the local weather.

Also available are links to AMS, AF Pubs & Forms, DoD Pubs & Forms, AF Address Directory, Promotions, Assignments, the Air Force Link, HQ AFPC, the Virtual MPF, AF Crossroads, Osan AB phone book, and the US Embassy in Korea.

December 2001 Arrivals

<u>Rank/Name</u>	<u>Unit</u>	<u>Losing Base</u>
MSGT JONES, LARRY	607 WS	LANGLEY AFB VA
MSGT MARSHALL, ALLEN	SUSLAK	FT GORDAN AIN GA
MSGT NEELY, TIMOTHY	SUSLAK	GOODFELLOW AFB TX
TSGT JOHNSON, DANIEL	607 WS	TINKER AFB OK
TSGT WENDT, KEVIN	607 WS	GRAFENWOHR AIN GE
SSGT COLEMAN, SHANDALERIA	607 WS	NELLIS AFB, NV
SSGT DANNELLY, MICHAEL	607 WS	HURLBURT FLD FL
SSGT LONG, STEVEN	SUSLAK	MAXWELL AFB AL
SSGT SANCHEZ, KAREN	SUSLAK	GOODFELLOW AFB TX
SRA FERNANDES, AUSTIN	607 WS	FT DRUM AIN, NY
SRA IVERSON, KORY	607 WS	HURLBURT FLD FL



January 2002 Departures

<u>Rank/Name</u>	<u>Unit</u>	<u>Gaining Base</u>
MSGT WHEATON, WILLIAM	607 WS	FT HOOD AIN TX
TSGT GETGEN, GARTH	607 WS	OFFUTT AFB NE
TSGT GREEN, KENTON	SOCKOR	ANDREWS AFB MD
SSGT NYSTROM, WILLIAM	SUSLAK	HICKAM AFB HI
SSGT STEVISON, RONALD	SUSLAK	ANDREWS AFB MD
SSGT WIMMER, MICHAEL	607 WS	MINOT AFB ND
SRA BROWN, ADAM	607 WS	SEPARATING
SRA DUFFY, BRENDAN	607 WS	SEPARATING
SRA EARL, BEVERLY	J1	HICKAM AFB HI
SRA HALL, LOLA R.	AFELM	KEESLER AFB MS
SRA WOOD, SHARON	607 WS	KEESLER AFB MS

Promotion News

Congratulations to the October 2001 Promotees

To Lt Col

Brett L. James - J3

To Major

Shay T. Carnes - J2

To TSgt

Brian A. Bagnetto - J1

Van Y. Dent - FKCH

To SrA

Sheila A. Baber - 607 WS

To A1C

Bradford J. Carpenter - 607 WS

Congratulations to the November 2001 Promotees

To MSgt

Mark S. Schneider - SUSLAK

To TSgt

Fernando A. Sanchez – J6

Congratulations to the December 2001 Promotees

To Lt Col

Gregory J. Petrequin - FKCC

To TSgt

Alfredo E. Gomez – J4

To MSgt

Terry Watson – J2

To SSgt

Joshua W. Mueller – SUSLAK

John Rivera – 607 WS

Congratulations to the January 2002 Promotees

To MSgt

David K. Mayo – SUSLAK

John G. Smith – AFELM

To SrA

Shane W. Williams – 607 WS

Kawani A.J. Brown – 607 WS

January 2002 Enlisted Promotion Increments

Promoted To:	Line Numbers
CMSgt	1 – 50
SMSgt	1076 – 1177
MSgt	2889 – 3486
TSgt	4966 – 5966
SSgt	7205 – 8943

Enlisted Test Cycles

Cycle	Grade Testing to	Testing Window
02E8	SMSgt	10 Jan – 24 Jan 2002
02E6	TSgt	15 Feb – 31 Mar 2002
02E7	MSgt	15 Feb – 31 Mar 2002
02E5	SSgt	1 May – 31 May 2002
02E9	CMSgt	Sept 2002

January 2002 Officer Promotion Increments

Colonel Boards

Board	Quota	Thru Seq #	# Remaining
LAF, CY00A	45	340	314
CHAP**			
JAG, CY01A	2	12	16
NC, CY01A	2	4	12
MSC, CY01A	1	7	4
BSC, CY00A	1	13	5

**No Increments

Lt Colonel Boards

Board	Quota	Thru Seq #	# Remaining
LAF, CY00A	129	1032	257
CHAP, CY00A	2	14	8
JAG, CY00A	4	12	22
NC, CY00A	7	63	12
MSC, CY01A	4	8	28
BSC, CY00A	5	16	45

Major Boards

Board	Quota	Thru Seq #	# Remaining
LAF, CY00B	163	1657	0*
CHAP, CY00B	1	17	0*
JAG, CY00B	5	49	0*
NC, CY00A	12	160	0*
MSC, CY01A	6	12	39
BSC, CY00B	11	92	0*

*Line Exhausted

Related Information

AFELM Promotions Page - <http://www.korea.army.mil/org/afelm/promotions.htm>

Determining Promotion Sequence Line Numbers - <http://www.afpc.randolph.af.mil/offprom/lines.htm>

How/When are Officers Promoted - <http://www.afpc.randolph.af.mil/offprom/how.html>

Active Duty Service Commitment for Promotion - <http://www.afpc.randolph.af.mil/offprom/adsc.html>

Conducting Promotion Ceremonies - <http://www.afpc.randolph.af.mil/offprom/pinon.html>

DFAS: Military Pay - <http://www.dfas.mil/money/milpay/>

Enlisted Quarterly Assignments Listing (EQUAL)

EQUAL is the assignment listing, which advertises most of our enlisted assignments, which are sending people overseas and providing CONUS assignments for overseas returnees. These assignments are advertised and matched eight times a year (four cycles each for those going to and from the overseas area). The listing tells you what is available by AFSC, grade, and location. It allows you to align your preferences to actual Air Force needs. EQUAL listings may be viewed at your MPF, with your Commander's Support Staff, or on AFPC's World WideWeb.

For overseas assignments, members must meet established quality control criteria for reassignment (not under Article 15 punishment, not on the Control Roster, not in Drug/Alcohol rehabilitation, no rating of 2 or lower on latest EPR, etc.). You also need to be eligible to obtain the required retainability for the assignment you are volunteering for. For example, you are a married TSgt nearing your high year of tenure and are only able to get 36 months of retainability (you only have 36 months after the RNLTD of the advertised requirement, before you retire) and you see a requirement for Yokota AB on EQUAL for your AFSC and grade. You know that if you volunteer as an extended tour volunteer you have a higher priority than a standard tour volunteer. But guess what? You can't be an extended tour volunteer because you can't obtain the required 48 months of retainability and the computer would not select you. So to be properly considered for this Yokota requirement, you would need to volunteer for the standard tour length of 36 months.

Overseas members with an indefinite DEROS are eligible for a consecutive overseas tour (COT) anytime after completing their original tour. Individuals with an established DEROS can also be considered for a COT but can only volunteer for advertised requirements with a reporting date (RNLTD) equal to your DEROS month or the following two months. For example, if your DEROS is Jan, you are eligible to compete for assignments with Jan, Feb, or Mar reporting. You must meet the eligibility requirements as outlined in AFI 36-2110.

If you are not selected for a COT assignment or didn't volunteer because you want to return to the CONUS, you will compete for a CONUS assignment during your overseas return cycle. You must have 12 months retainability after DEROS to be considered for a return assignment. You only need 712 months if you're on a short tour where the accompanied tour is not authorized, and high year of tenure restricted from getting the full 12 months. If you do not have or obtain the required retainability by the required date, your DEROS will be involuntarily extended to match your DOS. For answers to questions or other specific information on retainability issues, contact your local MPF or Commander's Support Staff.

Military personnel married to military personnel **DO NOT** use the overseas returnee EQUAL list. AF couples **DO** use the overseas EQUAL listing to apply for overseas assignments, including COTs.

Enlisted Overseas EQUAL

RNLTD	Avail to Customer	Pref Due	Public Release
Apr/May/Jun	13 Nov 2001	22 Nov 2001	4 Dec 2001
Jul/Aug/Sep	TBD	TBD	TBD
Oct/Nov/Dec	TBD	TBD	TBD

Enlisted Overseas Returnee EQUAL

DEROS	Avail to Customer	Pref Due	Public Release
Feb/Mar/Apr	4 Dec 2001	13 Dec 2001	20 Dec 2001
May/Jun/Jul	TBD	TBD	TBD
Aug/Sep/Oct	TBD	TBD	TBD
Nov/Dec/Jan	TBD	TBD	TBD

DEROS Election Option/Forecast Notification RIPS You will receive, from your Orderly Room, your DEROS RIP 10 months prior to your DEROS. So, if your DEROS is the month of February 2002, you will receive your DEROS RIP in April 2001. The RIP must be returned to the AFELM/SPA within 30 days from the day it was produced.

A DEROS extension request submitted later than 30 days from the day your DEROS RIP was produced must be submitted and considered as an exception to policy. This type of request must be fully justified and may be disapproved by your commander. When your commander recommends approval, the request is submitted out-of-system to the AFELM/SPA for forwarding to your parent MAJCOM. Your parent MAJCOM may disapprove the request or recommend approval and forward the request to your assignment OPR for a final decision. Enlisted members who extend their OS tour for a period of 6 or more months are given higher assignment priority within their returnee match group.

COMMANDER'S SUPPORT STAFF

(ORDERLY ROOM)

BIZ

TSgt LaChanda M. Crowell, 723-3895

ACQUIRING COMMANDER/FIRST SERGEANT SIGNATURE

Any documentation requiring the commander's or the First Sergeant's signature must be first routed through the CSS prior to being viewed by either of these individuals. Please ensure documentation is properly filled out and coordinated when passed to CSS personnel. Typical documents requiring the commander's signature are such things as Marriage packages, DEROS extensions, Advanced Leave, Enlistment Requests, etc.

BUS TRANSPORTATION TO OSAN

There are bus tickets available in the Commander's Support Staff for the purpose of official travel to Osan. Appointments such as Dental, Medical, and Flight Record Reviews, etc are considered official. Please contact the CSS for any questions.

MONTHLY COMMISSARY SPENDING LIMIT

The monthly spending limits for Status of Forces Agreement (SOFA)-authorized patrons of Commissaries in Korea is as follows:

Family Size	Limit
1	\$450.00
2	\$700.00
3	\$900.00
4	\$1050.00
5	\$1250.00
6+	\$1450.00

As an authorized exception to this policy, newly arrived commissary patrons can spend up to 50 percent above the new limits during one of their first three months, in order to set up their household. Refer to U.S. Forces Korea Regulation 60-1 for complete details on the rations control policy.

AF PUBLISHING WEB SITE

The Air Force Publishing WEB Site address is as follows: www.afpubs.hq.af.mil. This site has the capability to download the latest Air Force Pubs and Forms. The information databases are updated every Monday and have hypertext links to the DoD web site containing DoD publications and forms.

TDY ORDERS

If you are going TDY, you are required to turn in a copy of your orders to the AFELM Orderly Room. The Orderly Room will make the necessary updates in PC-III to reflect your correct duty status and we will maintain a file copy in your PIF.

LOCAL HOTLINES

AFOSI Det 614: **738-4180**

USFK Action Line: **725-8735**

NON-DUTY: **724-8179 (Duty Agent)**

Black Market: **724-7745**

Crime Stoppers: **724-8177 or 724-8179**

Environmental: **725-3845**

Equal Opportunity/Sexual Harassment:
738-3336

Found Property: **724-3134**

Fraud, Waste and Abuse: **738-7867**

Spouse/Child Abuse:

On Post: 737-4104 Off Post: 7917-4104

Off Post: 7917-4104

FINANCE

MSgt John G. Smith

smithjg@usfk.korea.army.mil

Show me the MONEY....!!!

The Fiscal Year 2002 Defense Bill was recently signed by President Bush. Most of the websites that are available HAVE NOT updated all the changes. Here are some of the changes you may see:

- Basic Pay increases from 5 – 10%
- BAH (Conus) increases averaging 10%
- BAS rates increased 3.78%
- Temporary Lodging Expense (Conus) increase from a maximum of \$110.00 to \$180.00 per day

Employee/Member Self Service (E/MSS)

<https://emss.dfas.mil/emss.htm>

Are you frustrated because you can't get your Mid-month Pay Statement and Leave and Earnings Statement (LES) in a timely manner each month? Have I got a web site for you!

On this site you can view and print your pay statements, change federal tax exemptions, change direct deposit. You can also start, stop, change, and view your Thrift Savings Plan that is now available for ALL active Duty personnel.

On plain bond paper put the following information and fax to DSN: 580-5800. Make sure you indicate at the top of the sheet that you are requesting an E/MSS PIN:

–Name

–Social Security Number

–Copy of your government ID or drivers license

– Daytime telephone number

–Signature

Your PIN will be set to the last 5 of your SSAN

Please wait two business days before accessing E/MSS.

Notification that the PIN has been reset will not be sent.

Advance Pay



Permanent Change of Station (PCS) moves probably create some of the most stressful times for military members and their dependents. Many of these stresses come from the financial impact of the move along with the change in entitlements based on rates established for the new permanent duty station.

Personnel who PCS from Korea may choose to apply for advance pay to help offset the additional costs associated with moving. Staff Sergeants and above can apply for one month advance pay, within 30 days of departure or within 60 days of arrival, to be collected back over 12 months or less on their own signature. Senior Airman and below require commander's approval.

In special circumstances members may apply for up to three months of advanced pay, an extended payback period of up to 24 months, or to receive the money outside of the normal time frame authorized. With each of these situations, **DETAILED** and **SPECIFIC** justification is required along with the commander's signature. Advance pay cannot be used to cover normal type expenses or expenses covered by travel and per diem allowances, dislocation allowance, or housing entitlements.

Essentially, the member is applying for an interest free loan to cover expenses brought on by the military requirement to relocate. There is no

automatic entitlement to the advance. And members should take seriously the need to fully document the exceptions they are requesting.

For more information on Advance Pay or any other PCS entitlements give me a call at 723-6203.

PCS Out-Processing

Please come and see me when you are between 30 – 15 days of your AFELM final out-processing appointment. **Four** copies of orders, your Government Travel Charge Card, and a port call are all that is required.

Temporary Lodging Allowance (TLA)

TLA is an entitlement for personnel relocating to an overseas location. The Housing Office is the OPR for this program. Any questions concerning the number of days you are authorized should be directed to the Housing Office.

Temporary Lodging Allowance is calculated by adding the cost of your lodging (up to a pre-determined max) to an allowance for meals and incidentals. Two copies of the TLA authorization letter from housing, two copies of the paid bill, and two copies of PCS orders are required to process TLA payments. These payments will be included in the next available paycheck considering mid month and end of month cutoffs.

Army Funded TDY Vouchers

Army regulation requires all Army funded TDY vouchers to be submitted with **original and four copies of each** of the following documents:

- ?? DD Form 1351-2, Travel Voucher
- ?? All receipts
- ?? Transportation requests
- ?? TDY orders
- ?? Any additional required documents

Additionally, your supervisor, must sign, print name, and date all **travel vouchers** in the top right margin. This will indicate the voucher and documents have been reviewed prior to submitting for payment. Once completed you must bring all the above to the AFELM finance office so that a printout of your bank information accompanies the voucher. The AFELM finance will then route the vouchers to the Army finance.

Finance Web Sites



To get the current BAH rates for CONUS areas, BAS, OHA, and CONUS, Overseas Per Diem see the following web site:

- <http://www.dfas.mil/money/milpay/pay/>
- <http://www.dtic.mil/perdiem/ohaform.html>
- <http://www.dtic.mil/perdiem/pdrform.html>
- <http://www.dtic.mil/perdiem/opdrform.html>
- <http://www.dtic.mil/perdiem>
- <http://www.dfas.mil>

January Financial Schedule of Events



- ?? 3 January, Mid-Month cutoff for processing all documents
- ?? 14 January, Pick-Up mid-month pay statements-based on arrival at Osan
- ?? 22 January, End-of-Month cutoff for processing all documents
- ?? 31 January, Pick-Up end-of-month pay statements-based on arrival at Osan



The Air Force Bluesuiters' Association
presents



Monthly Hail and Farewell

25 January 02, TIME: 1900 hrs
Located at Bldg 1126 (Cp Coiner)

Come to the Hail & Farewell on Friday
25 Jan 02 and meet the newly arrived AF
personnel & say goodbye to all
departees.



Bluesuiters!

The Shirt and I attend each one of these---it's
a great opportunity to say goodbye to your fellow
bluesuiters, make the new arrivals feel at home
and get a cold beverage/free food after a long work
week. I encourage everyone to come out and attend!



FREE FOOD AND REDUCED
BEVERAGE PRICES



Maintaining your Health during the Winter

With shorter daylight hours and the colder weather that is here to stay for a while, the last thing you want to do is gain back those pounds that you shedded while you were having fun in the summer sun. The key is to keep those habits that first put you on the path to a healthy lifestyle. By maintaining a physical routine and eating sensibly during the cold winter months here in the ROK you will continue to improve your health and enhance your quality of life. To maintain you healthy lifestyle:

Exercise. Physical activity helps to control your weight by using excess calories that otherwise would be stored as fat. Exercising helps you to keep those unwanted pounds of, but it also tones muscles, strengthens your bones, heart, lungs and increases physical reserve and vitality.

The amount of time spent on physical activity affects the amount of calories that will be lost. Maintain some form of physical activity at least three to five times a week for minimum of 30 minutes.

Strength training, according to the American Council on Exercise has been very effective in helping people manage their weight because added muscle helps offset the effect of dieting and weight loss, which lowers body metabolism.

For some, recruiting a friend or family member to exercise with you as you switch from outdoor to indoor activities may make the change seem a little easier and a lot more fun.

If you have children, it is best to build healthy habits when they are young. When parents are active, children are more likely to be active and stay active for the rest of their lives.

Eat Healthier. If you started to improve your eating habits when days were warmer (remember those days) don't stop now! Continue to eat fewer calories and fats as if it were second nature. Keep those meals small, only eat when you are hungry, and make sure to until you are statisfied and not until you are full.

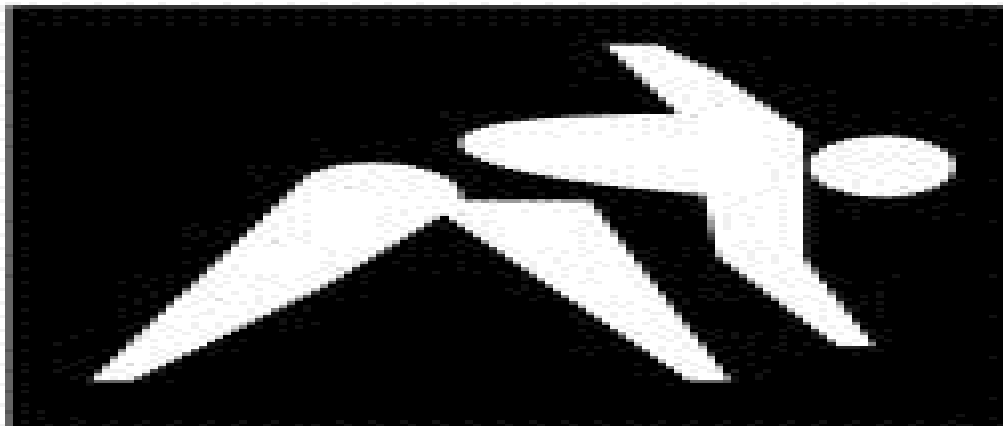
Eat a variety of foods, such as whole-grain products, fruits, vegetables, protein-rich plant foods and lean meats, but avoid foods high in sugar. Choose snacks that are low in calories-like bananas, pears or apples are ideal.

Be sure to incorporate water into your diet-drinking glasses a day is recommended.

Avoid eating meals in front of the television or while you're on the on the go. In stead, try eating meals at the table at a more leisurely pace while socializing with family or friends.

Most importantly before getting involved with any strenuous activities you want to get a check up by a doctor to ensure you are ok..

GET FIT AND STAY FIT IN 2002 and BEYOND!



HOURS OF OPERATION

Satellite Personnel Activity (Military)

Monday - Friday 0800 - 1700 Walk-in Customer Service/Telephone Inquiries

Monday – Friday 0800 - 1000 **Outprocessing** (by appointment in military uniform)

Monday - Friday 0800 - 1000 **Inprocessing** (by appointment in military uniform)

AFELM Orderly Room

Monday - Friday 0800 - 1700 Walk-in/Telephone Inquiries

Finance Activity

Monday - Friday 0800 - 1100 and 1300 - 1700

*Finance may be closed at times to make distribution runs to Osan / Army Finance Offices

AFELM Section Commander/AF Advisor

Walk-in time 1700 - 1800 (Monday Through Friday)

